

Michigan Department of Agriculture & Rural Development

Food Service License Application

Instructions to Applicant

Renewal Application

- A. **Review Sections 1-5 for accuracy.** Please review the pre-printed application and make any necessary corrections. Please pay special attention to the facility name and address.
- a. **DO NOT USE THE RENEWAL FORM IF ONE OF THE FOLLOWING APPLY:**
- ✓ Change of ownership
 - ✓ Change in the physical location of establishment
 - ✓ Change of license type
- b. If one of these situations apply, fill out a new license application. To obtain a new "Food Service License Application", contact your local health department or download the form at: www.michigan.gov/mdard
- c. (Licensing, Food Industries), or click on keyword and enter "foodserviceapp". The pre-printed renewal form should be returned to the local health department along with the new application.
- B. **Complete Section 6. Be sure to sign the application.**
- C. **Include license fee** amount shown in **Section 7**. Make checks payable to your local health department.
- D. **Special Transitory Food Unit (STFU) renewal applications.** If you are a Special Transitory Food Unit (STFU) as identified in box #2 on the application, you must include a copy of the two paid inspections, along with your application form and check.
- E. **Mail to your local health department before April 30, 2015 to avoid a late fee.**

New Application

- A. Complete all applicable parts of **Sections 1-6**. **Be sure to sign the application.**
- B. Contact your local health department for fee and mailing address if not shown in **Section 7**. Make checks payable to your local health department.
- C. Return completed application form along with the fee to your local health department.

Definitions

<p>Special Transitory Food Unit (STFU): Means a temporary food service establishment that operates throughout the state without the 14 day limit.</p>	<p>Mobile Food Service Establishment: Means a food service establishment operating from a vehicle, trailer or watercraft which is not fully equipped for full food service and, therefore, must return to a licensed commissary at least once every 24 hours for servicing and maintenance.</p>
<p>Vending Machine Location: Means a room, enclosure, space or area where one or more vending machines are installed and operated. When there is more than one vending machine location in a building, each shall be licensed separately.</p>	